

HR & Admin Assistant

25 hours a week 40 weeks per year (8.15am – 1.15pm)

Band 2 whole range

Our Christian school works hard to provide high quality education for all of its pupils. The school has a strong supportive staff team who work well together to ensure the best outcomes for its pupils.

We are looking for an experienced person to work in a very busy school office where no two days are the same. The successful candidate will have to work to some very tight deadlines at times, be calm under pressure and maintain a professional customer-orientated approach.

The main duties will cover Personnel and Administration duties.

- Personnel: Maintaining all staff records, recruitment, new starters and updating Payroll
- Administration: General administration and reception duties

Visits to the school and/or discussions with the Headteacher are welcomed, prior to an application being made. Please contact the school to book an appointment. The school is committed to safeguarding its pupils and the successful candidate will be subject to an enhanced D.B.S disclosure.

If you are unable to apply online please contact Mrs Bron at the school for an application form.

Start date: required as soon as possible.

Closing date: 15th May 2019

Planned interview date: 22nd May 2019